

éDumbe Municipality

10 Hoog Street
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PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 05 December 2022

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the below position. Preference will be given to women in accordance with Employment Equity Act.

ADVERT

DIRECTOR CORPORATE SERVICES: REF NO. EDUMP 06/2022/23

POSITION: The appointment will be a permanent employment contract, and will be made in terms of section 56 of the Local Government: Municipal Systems Amended Act, 2022 (Act no.3 of 2022), and will be subject to the signing of an annual performance agreement and disclosure of business and financial interests

REMUNERATION: will be in terms of Government Gazette No.47538, of 18 November 2022, Notice 2760 for Upper limits of total Remuneration packages payable to Municipal Managers and Managers directly accountable to the Municipal Managers (i.e. min R827 289.00, Mid R919 210.00 max R 1 011 131) to be in line with the Notice on upper limits. **All Inclusive** plus remote allowance of 4%

KEY REQUIREMENTS

- Bachelor's Degree in Public Administration/ Management Sciences/ Law; or equivalent NQF Level 7.
- 5 years experience at middle management level, and must have proven successful management experience in administration.
- Must meet the minimum competency levels for senior managers. A Certificate in MFMP or CPMD or be registered with a recognized tertiary institution, as required in terms of Government Gazette No.29967 Notice R493 of 15 June 2007. An applicant who do not possess the required minimum will be given an opportunity to attain such within the period of 18 months of employment, failing which, the employment contract will terminate automatically within one month after the applicable period
- Proven ability to communicate and negotiate at all spheres and levels of government
a valid S.A. driver's licence

PERSONAL ATTRIBUTES:

Good knowledge and understanding of relevant policies and legislations; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services, including: Human capital management; Legal services; Facilities management; Information communication technology and Council support; Good knowledge of supply chain management regulations and Preferential Procurement Policy; Good governance; Labour Relations Act and other related prescripts. Computer literacy.

KEY PERFORMANCE AREAS:

The successful candidate will report to the Municipal Manager and will be responsible and accountable for:

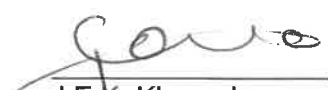
- Providing leadership and direction to the directorate through managing all the sub-divisions effectively to the fulfilment of the vision of eDumbe Municipality,
- Overall management of the Corporate Services Department Implement the Integrated Development Plan of the Corporate Services Department. Manage Departmental budget, human resources and other resources in accordance with local government legislation and treasury regulations.
- Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Developing and monitoring the implementation of the departmental policies and By-Laws.
- Overall responsibility of implementing PMS within the Department. Exercising any other functions allocated by the Municipal Council or Municipal Manager and develops and monitors systems, policies and processes to ensure correct working operations and practices
- Direct the development of human resource strategy in order to meet the vision and strategic objectives of the municipality. Implement the strategic plan of the municipality through the effective development and monitoring of SDBIP, Develop and monitor the implementation of policies. Monitor the implementation of WSP, HR and EE Plan to ensure compliance with relevant labour legislation and SALGBC Agreements.
- Ensure efficient records management in terms of National Archives and Records. Manage Council Committees and sub-committees.
- Exercising any other functions allocated by the Municipal Council or Municipal Manager and develops, implement and monitors, departmental systems, policies, By-Laws and processes to ensure correct working operations and practices.
- Drafting and implementing the departmental strategic plan, SDBIP, PMS and preparing and taking control of the departmental budget
- Execute and other duties or functions that may be assigned by the Municipal Manager.

NB: Application not accompanied by filled application form for Senior Managers will not be considered It must be submitted on the prescribed application form for Senior Managers available on (Municipal website) or in Government Gazette No.37245 as per the regulation . A comprehensive CV, ID and copies of certified certificates should be addressed to: The Municipal Manager, eDumbe Municipality, Private Bag X308 Paulpietersburg 3180 or alternatively submitted by hand at Registry, No10 Hoog Street Paulpietersburg 3180 by **no later than 23 December 2022**. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful. The Municipality reserves the right not to appoint.

Shortlisted candidates will undergo security vetting and competency assessment. The successful incumbent will sign a performance contract.

For enquires contact: Human Resources Section Tel. (034) 995 1650 / 1651 or email mbokazin@edumbe.gov.za / mm@edumbe.gov.za

eDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿


J.F.K. Khumalo
Municipal Manager